

Easy ✓ Your Guide to Green

*Six Step Process
to Implementing
a Green Program*

Multi-Clean[®]

Introduction: Green Cleaning

Cleaning to protect health without harming the environment.

Green cleaning is about much more than using certain products. Green cleaning is “process driven”, resulting in effectively combining products, tools, equipment with sustainable cleaning practices. The goal is a healthier facility for building occupants to learn, work and play while having the least environmental impact.

Your Easy Guide to Green

This operations guide lays out our 6 step process to make the transition to green cleaning more straightforward.

Multi-Clean’s exclusive six step process called YOUR EASY GUIDE TO GREEN is an operations based process that includes a variety of support, resource, and information tools to help you every step of the way.

What about LEED?

The LEED-EB program has an entire section on Indoor Environmental Quality. It is now a pre-requisite for LEED-EB certification to have a green cleaning policy in place. Following the six step Your Easy Guide to Green will help fulfill some of these requirements.

Step 1: Inspect Your Facility

A Green Building Survey is a 15 point inspection process that looks at current facility operations and maintenance from a human health and environmental impact perspective.

15 Point Green Building Survey

1. Outside: Identify conditions outside that may impact the environment indoors.
- 2.*Entrances: Review building entrances and how they are maintained.
3. Public Areas: Examine public areas and determine cleanliness conditions.
4. Basements and Crawl Spaces: Inspect these hiding places for pests and mold.
5. Mechanical Rooms: Review HVAC maintenance and any storage of chemicals.
6. Garages and Loading Docks: Look for sources of exhaust fumes.
- 7.*Storage Areas: Review storage of all hazardous materials / chemicals.
8. Stairs and Elevators: Review stair cleaning from a safety perspective.
9. Office and Work Areas: Examine how these areas are cleaned.
10. Food Areas: Inspect and review procedures for handling food waste.
11. Restrooms: Review procedures and frequency of restroom cleaning.
- 12.*Cleaning Closets: Inspect closets to insure proper storage and venting to outside.
13. Roof Area: Inspect to identify defects that could impact the indoor environment.
- 14.*Cleaning Chemicals: Review the currently used cleaning chemicals.
- 15.*Cleaning Equipment and Supplies: Review equipment and current supplies.

* LEED-EB Required

Resources: Green Building Survey

Download a Green Building Survey template to utilize as a guide and to document your inspection.

Visit www.multi-clean.com/green.html

Step 2: Switch to Green Products

To begin the process of transitioning toward green cleaning chemical products, first determine what you are currently using. The best way to do this is to conduct an inventory of your current janitor closets, referred to as a Cleaning Chemical Audit. Items to look for in current product usage are product name, it's function, whether its a concentrate, ready to use or aerosol, and its MSDS. After completing the Cleaning Chemical Audit, identify viable alternative products that are safer for people and the environment.

This is the point where it is critical to involve your Multi-Clean authorized distributor representative to recommend the best and most appropriate products.

Resources: Cleaning Chemical Audit
Download a Cleaning Chemical Audit spreadsheet to document your existing chemical usage.
Visit www.multi-clean.com/green.html.com.

Step 3: Introduce Green Equipment and Supplies

Implement a program for the use of janitorial equipment that reduces building contaminates and minimizes environmental impact.

- Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low emmissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Keep a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities for each type of equipment in use.

Disposable Supplies Guidelines

- US EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Can Liners.
- Green Seal GS-09, for paper towels and napkins.
- Green Seal GS-01, for tissue paper.

Equipment Procurement Policy

You do not have to scrap existing equipment. However, a new equipment procurement policy should be in place that specifies the purchase of green equipment.

* LEED-EB Required

Resources:
Information on supplies can be found in the EPA Comprehensive Procurement Guidelines for Trash Liners and Sanitary Paper products. Visit www.epa.gov/epawaste/consERVE/tools/cpg/products/index.htm#paper

Step 4: Adopt Green Cleaning Practices

Each Green Cleaning Program should incorporate certain practices into their cleaning program that address human health and environmental impacts. We call these practices GREEN CLEANING FOCAL POINTS.

Green Cleaning Focal Points

- 1.*Efficient Use of Chemicals: A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
- 2.*Communications: Identifying “vulnerable populations” that may be effected by cleaning activities. Feedback mechanisms.
- 3.*Entryways: Attention is given to the point where the bulk of contaminants enter a facility.
- 4.Hard Floor Care Program: A maintenace program that emphasizes routine, scheduled maintenance to extend finish life.
- 5.Carpet Care Program: A maintenace program that emphasizes routine maintenance to regularly remove trapped contaminants.
- 6.Disinfection Strategy: A plan for use of disinfectants in areas only where needed.
- 7.Restroom Care: A thorough and regularly scheduled maintenance program for restrooms.
- 8.Cafeterias and Kitchens: Addressing these areas where bacteria, odors, and pests can accumulate.
- 9.Trash Collection and Recycling: A protocol for collection and disposal of trash and general recyling guidelines and policies.
- 10.Training: Documented training for all employees on green cleaning procedures. Additional annual training.

* LEED-EB Required

Resources

Green Seal has also developed a Cleaning Service Standard (GS-42) that identifies each of the 10 Green Cleaning Focal Points. View the Standard at www.greenseal.org.

Step 5: Training

An important part of successfully implementing a green cleaning program is training your staff. There are four broad areas of training to consider.

1.Required Training: This type of training is required by law. The most important training is the OSHA Hazard Communication Standard (HCS). The HCS requires that each employee who will be handling chemicals be trained. The HCS had four main areas that pertain to employer responsibilities:

- Written Program
- Safety Data Sheets (SDS)
- Labeling
- Information and Training

2.Green Cleaning Procedures: A standard operating procedure (SOP) should be prepared for each cleaning task. Employees should be trained in accordance with each SOP.

3.Safety: The HCS addresses the safety of employees working with chemicals. Another part of safety is protecting building occupants during the cleaning and floor maintenance process. This can include slip/fall prevention practices and communication with vulnerable populations that may be sensitive to certain maintenance processes.

Step 6: Ongoing Improvement

Going Green: A Continuous Process

Like a quality program, the process of going green never ends. You can expect that leading manufacturers will continue to develop products that make the job of cleaning and maintaining facilities more effective and productive.

Monitor Your Progress

An important question is “how do you measure the ongoing success of your green cleaning program?” One way is to develop a base line cost estimation about transitioning to green cleaning and periodically documenting progress.

The Cost of Going Green

Many think that implementing a green cleaning program is a costly investment. We advocate that Green Cleaning is a cost neutral proposition. Some increases in cost of training, documentation, chemicals, equipment, and supplies will be offset by gains in productivity. Most certainly the largest benefit is simply a cleaner and healthier facility for employees, students, customers, patients, and employees.

Resources

The Green Cleaning Pollution Prevention Calculator can be accessed by going to www.epa.gov/p2/tools/p2tools.htm. This tool will help you show how much you can save by going green.

Certified Green Cleaning Products



**Clear Essence
Floor Finish**



**Ultra Stripper
Finish Remover**



**Double-O-Seven
Peroxide Cleaner**



**Century Maintenance
Neutral Floor Cleaner**



**Foamy Mac
Restroom Cleaner**



**Tough Green
Enviro-Degreaser**



Warning & Disclaimer: Results may vary. Multi-Clean chemicals are to be used only by appropriately trained personnel. IMPROPER USE POSES RISK OF PHYSICAL INJURY OR PROPERTY DAMAGE. See appropriate Multi-Clean Method Bulletin for further warnings and information for your application. The suitability of and proper application of this product is the responsibility of the applier. The manufacturer disclaims all warranties, express and implied, including any warranties of MERCHANTABILITY AND FITNESS OF PURPOSE. The manufacturer's liability is limited to replacement of or reimbursement for any product proved defective. No person has authority to waive these disclaimers or make any representations or warranties on behalf of the manufacturer, except in writing signed by the manufacturer.

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